
Businesses with significant physical presence in the District of Columbia (nexus) and businesses that do commerce in the District but do not have a physical presence (non-nexus) can both create accounts in Mytax.DC.gov.
1. On the MyTax.DC.gov homepage, click **Sign up to use MyTax.DC.gov**.
2. You will be navigated to the **Instructions** page.
   
   **Note:** To sign up, you may need one of the following:
   
   a) The "**Notice Number**" listed on a letter received from the Office of Tax and Revenue. You may also use the most recent **return or payment information**, depending on the tax account type.
   
   b) Click **Next**.
3. On the Registration Type page, indicate the type of registration you need. Selecting Yes will open a MyTaxDC profile as a taxpayer, selecting No will indicate that you are a third-party. For this example, we have selected Yes.
   a) Because you do have nexus in the District, click Yes to “Do you expect to file/pay DC taxes for yourself or your business?”
   b) Click Next.
4. Complete the **Taxpayer Information** section.
   a. Select the **ID Type**, FEIN (Federal Employer Identification Number), ITIN (Individual Taxpayer Identification Number) or SSN (Social Security Number).
   b. Type your ID Number in the **Your ID** field.
   c. Retype it in the **Re-enter Your ID** field.
   d. Click **Next**.
5. On the Validation Method page, indicate which method you will use to validate your identity.
   In our first example, we will use a Notice Number.
   a. Because you would like to use a Notice Number to validate your account, select the first option “I would like to provide the Notice Number listed on a letter received from the Office of Tax and Revenue.”
   b. Enter your Notice Number in the Notice Number field. Your notice number can be found in the upper-right corner of the correspondence received from the Office of Tax and Revenue. You must use a Notice Number issued from our new Modernized Integrated Tax System (MITS). The Notice Number begins with the letter “L”. If you do not have a notice issued from MITS, you must register by selecting an Account Type.
   c. Click Next
6. On the Validation Method page, if you do not have a notice number, you can enter Account Type information (e.g., Withholding Wage). In our second example, we will use the Account Type option to validate.

   a. Because you would like to use Account Type information to validate your account, select the second option “I would like to provide information related to a registered tax account.”

   b. Select your Account Type in the Account Type field. If you select an account type, you will be asked for last tax due. Either enter the Last Tax Due or check the box for Last Tax Due is $0.00. If you choose a withholding account, you must enter your last payment amount in the Last Tax Due field. Note: A description of the last tax due will immediately display once you select your Account Type. The description will help you locate the correct number needed to validate your account.

   c. Click Next.
7. On the Logon Information page, complete the required sections.
   a. Create a username in the Username field.
   b. Type your First Name, Last Name, and Email.
   c. In the Phone Type field, use the drop-down menu to select a phone type.
   d. Type your phone number in the Contact Phone field.
   e. If applicable, type an alternate phone number in the Alternate Phone field.
8. In case you forget your password, use the drop-down menu to select a Secret Question. Type the answer to that question in the Secret Answer field and retype it in the Confirm Answer field.
9. Click Next.
10. From the **Registration Summary** page, if you need to make any changes, click **Previous**. If you are ready to submit, click **Submit**.
11. A Confirmation pop-up will display. Click Cancel if you need to make changes, otherwise click OK to proceed.
12. A Confirmation page displays. To obtain a printed copy of this page, click Printable View. Otherwise, click OK to be returned to the MyTax.DC.gov homepage.

13. A section to provide Feedback will also appear. Please take a moment to let us know how satisfied you were using the MyTax application. You will also be able to share any comments or concerns in the space provided. Once finished, click “Submit Feedback”.
Thank you for creating an account on MyTax.DC.gov!

Please click here to return to MyTax DC, enter your username and then click the "Log In" button to complete your registration.

If you are having trouble with the link above, you can instead navigate to: https://mytax.dc.gov/ and Log In using the temporary password along with your username to complete your registration.

Temporary password: 7n6qbb04

Please do not reply to this email. If you have specific questions about your tax account(s), please log in to MyTax.DC.gov and send a secure message to the Office of Tax and Revenue's (OTR) e-Services Unit by clicking "Send OTR a Message" under the "I Want To" section on your homepage. To safeguard your identity and tax information, OTR will never ask for password information.

14. An email will be sent to the email address you provided. Within the email will be a Temporary Password that you will need to log into mytax. Click “Please click here to return to MyTax DC” hyperlink to navigate back to the MyTax.DC.Gov homepage.
15. Once you navigate back to the MyTax.DC.gov homepage, type in your **Username** and the **Temporary Password** that was emailed to you.

16. Click **Log In**.
17. In the Authentication Contact section, you may choose to receive an authentication code via an Authentication App, Text Message, or Email each time you attempt to log into your account. For this example, we have chosen to receive our authentication codes by email by clicking the Add Email hyperlink.
   a. Click Confirm.
18. Add the Email Address where you would like to receive your authentication codes.
   a. Click Save.
19. An email will be sent to the email address you provided. Within the email will be a Security Code that you will need to log into MyTaxDC.

![Verify Security Code]

An email with your MyTax DC security code was sent. If you don’t see the message, check your junk folder for an email from mits-testing@dc.gov.

Security Code
423421

Didn’t receive your security code? **Resend**

   a. Click **Confirm**.
21. You will be prompted to enter a New Password, retype it in the Confirm Password field.
   a. Click Submit.

22. Click OK and your homepage will display.
MyTax.DC.gov User Guide:
How to Sign Up – Non- Nexus Business Sign-up
1. On the MyTax.DC.gov homepage, click **Sign up to use MyTax.DC.gov**.
2. You will be navigated to the **Instructions** page.
   a. **Note**: To sign up, you may need one of the following: The “**Notice Number**” listed on a letter received from the Office of Tax and Revenue. You may also use the most recent return or payment information, depending on the tax account type.
   b. Click **Next**.
3. On the Registration Type page, indicate the type of registration you need. Selecting Yes will open a MyTaxDC profile as a taxpayer, selecting No will indicate that you are a non-nexus business. For this example, we have selected No.

   a. Because you do not have nexus within the District, click No to “Do you currently or expect to file DC returns?” Choose one of the following that describes your role: Third-Party Designee who files returns and/or makes payment on behalf of an individual or business, Bulk filer who submits tax forms in bulk on behalf of multiple taxpayers, Semi-public institution seeking exempt status, Filing an Estate return for a deceased DC taxpayer, Property Key Payer who pays real property taxes in bulk, Tax Sale purchaser who participated in a prior Tax Sale. For this example, we have selected Bulk Filer who submits tax forms in bulk on behalf of multiple taxpayers.

   b. Click Next.
4. Complete the User Information section.
   a. Select the ID Type, FEIN (Federal Employer Identification Number), ITIN (Individual Taxpayer Identification Number) or SSN (Social Security Number).
   b. Type your ID Number in the Your ID field.
   c. Retype it in the Re-enter Your ID field.

   Note: Selecting FEIN as your ID Type, will require you to enter your Business Name.

5. Complete the Address Information section.
   a. Enter all address information in the required fields. Verify your address when complete.
   b. Click Next.
6. On the **Logon Information** page, complete the required sections.
   a. Create a username in the **Username** field.
   b. Type your **First Name**, **Last Name**, and **Email**.
   c. In the **Phone Type** field, use the drop-down menu to select a phone type.
   d. Type your phone number in the **Contact Phone** field.
   e. If applicable, type an alternate phone number in the **Alternate Phone** field.

7. In case you forget your password, use the drop-down menu to select a **Secret Question**. Type the answer to that question in the **Secret Answer** field and retype it in the **Confirm Answer** field.

8. Click **Next**.
9. From the Registration Summary page, if you need to make any changes, click Previous. If you are ready to submit, click Submit.
10. A Confirmation pop-up will display. Click Cancel if you need to make changes, otherwise click OK to proceed.
11. A Confirmation page displays. To obtain a printed copy of this page, click Printable View. Otherwise, click OK to be returned to the MyTax.DC.gov homepage.

12. A section to provide Feedback will also appear. Please take a moment to let us know how satisfied you were using the MyTax application. You will also be able to share any comments or concerns in the space provided. Once finished, click “Submit Feedback”.
13. An **email** will be sent to the email address you provided. Within the email will be a **Temporary Password** that you will need to log into mytax. Click “Please click here to return to MyTax DC” hyperlink to navigate back to the MyTax.DC.Gov homepage.
14. Once you navigate back to the MyTax.DC.gov homepage, type in your **Username** and the **Temporary Password** that was emailed to you.

15. Click **Log In**.
16. In the Authentication Contact section, you may choose to receive an authentication code via an Authentication App, Text Message, or Email each time you attempt to log into your account. For this example, we have chosen to receive our authentication codes by email by clicking the Add Email hyperlink.
   a. Click Confirm.
17. Add the **Email Address** where you would like to receive your authentication codes.
   a. Click **Save**.
18. An email will be sent to the email address you provided. Within the email will be a **Security Code** that you will need to log into MyTaxDC.

   a. Click **Confirm**.
20. You will be prompted to enter a **New Password**, retype it in the **Confirm Password** field.
   a. Click **Submit**.

21. Click **OK** and your homepage will display.